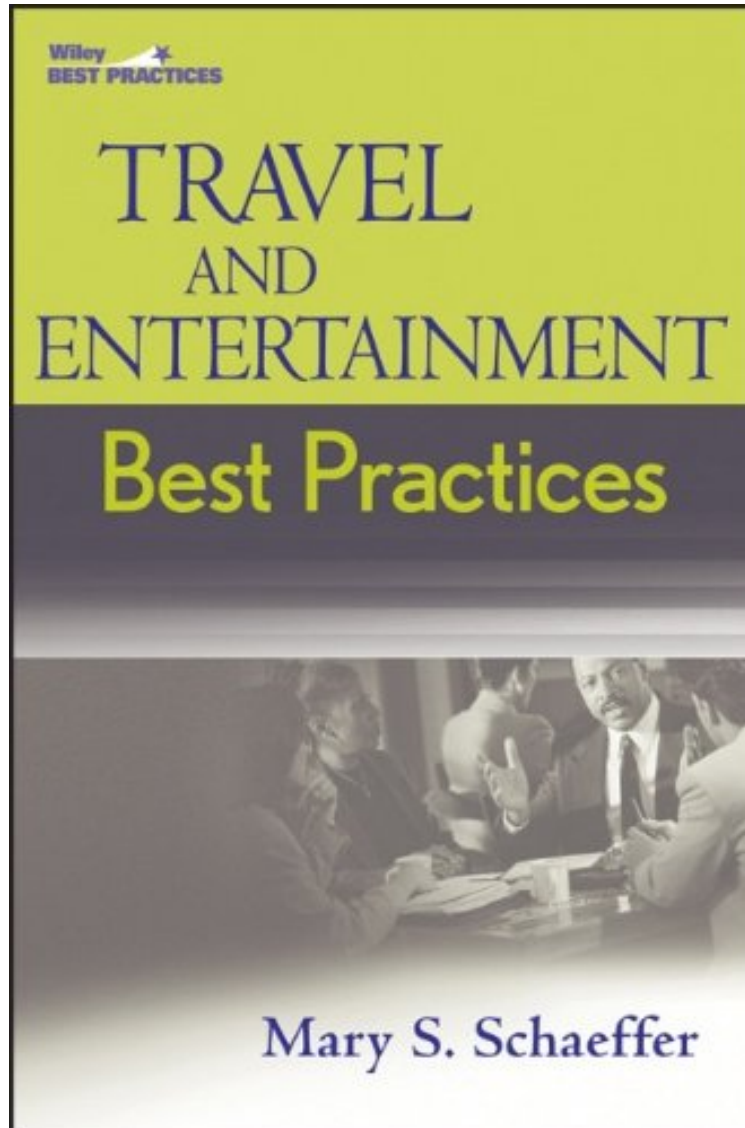


Travel and Entertainment Best Practices

Mary S. Schaeffer

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Mary S. Schaeffer : Travel and Entertainment Best Practices before purchasing it in order to gage whether or not it would be worth my time, and all praised Travel and Entertainment Best Practices:

2 of 2 people found the following review helpful. The Manual on Travel and Entertainment AccountingBy GreenyMany of the problems I've experienced in accounting have to do with expense reports. These issues are all addressed here with examples and explanations.In many organizations, the one recording travel and entertainment (TE) expenses by default must create and enforce TE policy. In small companies, this person also cuts the checks. Usually there will be nobody to guide you other than the usual offering of anecdotes. But as a look at the Table of

Contents reveals, there are a lot of pitfalls to avoid in TE. One reason I loved this book is because it was like reliving so much of how I've spent many working days - it affirmed my experiences. The whole subject of expense reports is always going to be grist for accountant war stories because it's one of the areas where accountants try to channel human behavior into compliance with policy. Any set of policies that are air tight in making sure problems never occur would be so ridiculously cost-ineffective as to be overridden at the first opportunity. Therefore, this is one of the areas where the accountant must demonstrate some leadership. These days many organizations are going "green." That may mean going paperless, which present certain challenges to expense documentation. Chapter 7: Receipts, Documentation, and Other Issues covered this topic in an authoritative manner. A large percentage of the book covers the TE manual, as appropriate. If you have to write or significantly update your TE manual, you'll save a lot of time by using ideas from Chapter 9 - Sample TE Policy Manual. I recommend this book highly to anybody responsible for TE policy or implementation. For such people, the book itself should be a legitimate business expense. 0 of 0 people found the following review helpful. More best practices from Schaeffer By Ron I'm a financial professional from NY. I find that doing the paperwork after a business trip can sometimes be more trouble for me and the Payable Department than the trip was worth. Schaeffer's book will help you streamline the TE process and provide you the information you need to put effective policies and procedures in place. The information we used from this book helps our company save money on every trip our associates take. 0 of 0 people found the following review helpful. Another staple in my go to guides. By Joseph Lewko After getting Controller and CFO's Guide to Accounts Payable, I picked up Travel and Entertainment Best Practices. Again I have gotten what I needed. Using this book as an outline I can safely give sound advise on what and how to handle TE. My situation is awkward as I have to fill the shoes of a much senior previous employee, I cant tell you valuable it is to have the wisdom of Mary imparted to me.

Highly accessible and applicable, Travel and Entertainment Best Practices provides you with a comprehensive view of TE procedures with authoritative tips, techniques, and advice from Mary Schaeffer, Americas most accomplished accounts payable expert.

From the Inside Flap Travel and Entertainment Best Practices is a comprehensive guide for putting in place a TE process that is efficient, effective, and compliant with government regulations. Written in easy-to-understand language, the book spells out today's best practices from leading-edge companies for TE expense reporting, approval, review, and reimbursement. Accounting expert Mary Schaeffer offers an overview of the factors that have played a role in the evolution of the TE function and stresses the vital importance of the approval process, or more to the point, the incorrect application of the approval functionality. She includes realistic suggestions on how to handle situations that occur when managers approve travel items in direct conflict with the written corporate TE policy. Travel and Entertainment Best Practices is a must-have guide that covers a broad range of topics including information about: The appropriate IRS requirements that need to be incorporated into the organization's policy and how to ensure these requirements are met by its employees How to obtain, handle, and store receipts for items your travelers claim on their expense reports Creating a solid TE policy and procedure manual Solutions to the headaches that often vex the staff responsible for the processing of TE information Common ways employees try to steal from companies and straightforward solutions to fraud In addition, the book examines how automation affects the TE reporting, review, and reimbursement functions, and contains information on TE issues concerning international travel. Travel and Entertainment Best Practices also includes advice for negotiating contracts for employee travel. From the Back Cover Praise for Travel and Entertainment Best Practices "Mary Schaeffer, distinguished author and recognized accounts payable expert, has once again, with her expertise, knowledge, and resources from top companies, brought to the accounts payable field her new book Travel and Entertainment Best Practices. I highly recommend this book to keep updated with the rapidly changing automation and technology for strengthening internal controls in today's environment for the TE process. A 'must have' for A/P coordinators and finance directors. Add this great resource to your Mary Schaeffer collection!" Kathryn P. Zeoli, Accounts Payable Manager, Eastman Kodak Company "Mary Schaeffer has written an informative, concise book that provides a road map on what should be considered when writing a travel policy." Jean Connolly, Accounts Payable Manager, Sun Business Services "The Columbus Metropolitan Library is currently reviewing its TE process. Travel and Entertainment Best Practices gave us great information on which to base our new procedures. It comprehensively addresses TE process accounts payable concerns." Kathleen Baker, Accounts Payable Supervisor Columbus Metropolitan Library "Travel and expense has always been a very ambiguous subject for A/P professionals. Mary's book does a first-rate job explaining solutions to situations encountered in one of A/P's most complex areas. The explanations are easy to understand, and there are many excellent references. I think this book would be a great asset to any A/P department." Ann Wieger, Bookkeeper, Avera Queen of Peace Health Services Highly accessible and applicable, Travel and Entertainment Best Practices provides a comprehensive view of the TE procedures with authoritative tips, techniques, and advice from Mary Schaeffer, America's most accomplished accounts payable expert. This thorough work is the definitive resource for internal auditors, accounting managers, CFOs, and controllers who want to apply the best practices to their

organizations' travel and entertainment policies and procedures. About the Author MARY S. SCHAEFFER is a nationally recognized accounts payable expert. She is the founder and Editorial Director of Accounts Payable Now Tomorrow, a newsletter for professionals interested in payment issues. She is the author of twelve books and has written hundreds of articles that have appeared in publications such as the New York Times, Corporate Cashflow, Treasury and Risk Management, Business Credit, The Writer, and Newsday. She has an MBA in finance and is a member of the New York Financial Writers' Association.